



UNITED STATES NAVAL ACADEMY

PERFORMANCE APPRAISAL FOR NONSUPERVISORY EMPLOYEES

PART I

1. PERIOD COVERED FROM: TO:	2. CLOSE-OUT RATING RATING OF RECORD
3. NAME (Last, First, Middle Initial)	4. SSN
5. POSITION TITLE/SERIES/GRADE	6. ORGANIZATION

7. RECORD OF REVIEWS AND FINAL APPRAISAL

(Signature indicates that this step of the process has been completed. Must be signed and dated)

PERFORMANCE PLAN		PROGRESS REVIEW		FINAL APPRAISAL	
IMMEDIATE SUPERVISOR					
EMPLOYEE					

SIGNATURE OF SECOND LEVEL SUPERVISOR (Mandatory for "Unacceptable" Ratings)	DATE

8. RATING OF RECORD OR CLOSE-OUT RATING

	ACCEPTABLE	UNACCEPTABLE
1. The company has a clear vision and mission statement.		
2. The company has a strong leadership team.		
3. The company has a solid financial foundation.		
4. The company has a diverse and talented workforce.		
5. The company has a strong commitment to social responsibility.		
6. The company has a clear strategy for growth.		
7. The company has a strong customer base.		
8. The company has a strong brand identity.		
9. The company has a strong track record of innovation.		
10. The company has a strong commitment to ethical business practices.		

9. EMPLOYEE'S POSITION DESCRIPTION IS CURRENT AND ACCURATE?

	YES	NO
1. Do you have a current driver's license?		
2. Do you have access to a vehicle?		
3. Do you have a valid passport or government ID?		
4. Do you have a current email address?		
5. Do you have a current phone number?		
6. Do you have a current address?		
7. Do you have a current date of birth?		
8. Do you have a current social security number?		
9. Do you have a current tax identification number?		
10. Do you have a current credit history?		
11. Do you have a current bank account?		
12. Do you have a current employment status?		
13. Do you have a current income level?		
14. Do you have a current net worth?		
15. Do you have a current credit score?		
16. Do you have a current credit report?		
17. Do you have a current credit history report?		
18. Do you have a current credit score report?		
19. Do you have a current credit report summary?		
20. Do you have a current credit report analysis?		
21. Do you have a current credit report review?		
22. Do you have a current credit report update?		
23. Do you have a current credit report correction?		
24. Do you have a current credit report dispute?		
25. Do you have a current credit report appeal?		
26. Do you have a current credit report challenge?		
27. Do you have a current credit report objection?		
28. Do you have a current credit report protest?		
29. Do you have a current credit report request?		
30. Do you have a current credit report inquiry?		
31. Do you have a current credit report question?		
32. Do you have a current credit report comment?		
33. Do you have a current credit report note?		
34. Do you have a current credit report remark?		
35. Do you have a current credit report observation?		
36. Do you have a current credit report finding?		
37. Do you have a current credit report conclusion?		
38. Do you have a current credit report recommendation?		
39. Do you have a current credit report suggestion?		
40. Do you have a current credit report advice?		
41. Do you have a current credit report guidance?		
42. Do you have a current credit report instruction?		
43. Do you have a current credit report direction?		
44. Do you have a current credit report indication?		
45. Do you have a current credit report signification?		
46. Do you have a current credit report demonstration?		
47. Do you have a current credit report illustration?		
48. Do you have a current credit report example?		
49. Do you have a current credit report instance?		
50. Do you have a current credit report case?		
51. Do you have a current credit report situation?		
52. Do you have a current credit report circumstance?		
53. Do you have a current credit report condition?		
54. Do you have a current credit report state?		
55. Do you have a current credit report status?		
56. Do you have a current credit report position?		
57. Do you have a current credit report location?		
58. Do you have a current credit report area?		
59. Do you have a current credit report region?		
60. Do you have a current credit report territory?		
61. Do you have a current credit report domain?		
62. Do you have a current credit report field?		
63. Do you have a current credit report part?		
64. Do you have a current credit report portion?		
65. Do you have a current credit report section?		
66. Do you have a current credit report division?		
67. Do you have a current credit report department?		
68. Do you have a current credit report office?		
69. Do you have a current credit report branch?		
70. Do you have a current credit report division?		
71. Do you have a current credit report department?		
72. Do you have a current credit report office?		
73. Do you have a current credit report branch?		
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92. Do you have a current credit report office?		
93. Do you have a current credit report branch?		
94. Do you have a current credit report division?		
95. Do you have a current credit report department?		
96. Do you have a current credit report office?		
97. Do you have a current credit report branch?		
98. Do you have a current credit report division?		
99. Do you have a current credit report department?		
100. Do you have a current credit report office?		

10. SUPERVISOR'S COMMENTS

CRITICAL ELEMENTS AND STANDARDS FOR NONSUPERVISORY EMPLOYEES

1. Execution of Duties:

Completes assigned tasks accurately and in a timely manner. Readily accepts and performs the work to be accomplished. Uses applicable knowledge and skills to produce products or provides services of good quality. Demonstrates proper attention to detail. Exercises sound judgement. Follows through on commitments to customers. Produces the expected quantity of work.

Comments (Optional but encouraged if "Acceptable" rating assigned; required if "Unacceptable" rating assigned):

Rating (X): Acceptable Unacceptable

2. Adaptability:

Adapts to change (situations and people). Remains flexible and open to new or different ideas, work processes, or requirements. Stays current with new developments, changing priorities, or requirements.

Comments (Optional but encouraged if "Acceptable" rating assigned; required if "Unacceptable" rating assigned):

Rating (X): Acceptable Unacceptable

3. Working Relationships:

Establishes and maintains cooperative and effective internal and external working relationships. Helps others to get the job done. Is respectful of others. Keeps the supervisor, customers, and co-workers informed. Participates in resolving conflicts.

Comments (Optional but encouraged if "Acceptable" rating assigned; required if "Unacceptable" rating assigned):

Rating (X): Acceptable Unacceptable

SIGNIFICANT PERFORMANCE APPRAISAL ACTIONS